

***State of Washington
Department of Transportation
Notice to Consultants
On-Call Cost Risk Assessment Subject Matter Expert Services***

The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms who wish to be considered to provide Statewide On-Call Cost Risk Assessment (CRA) Subject Matter Expert Services. WSDOT may award six (6) or more agreements for \$2,000,000.00 each. Services are desired for three (3) years, at which time WSDOT may extend the contract for up to 12 additional months.

Project Description

The selected consultants will participate in a peer-level review or due diligence analysis on the scope, schedule and cost estimate for various projects to evaluate quality and completeness, including anticipated risk and uncertainty in the projected cost and schedule.

It is anticipated that reviews for each project can be accomplished in a 3-5 week timeframe, including a 1-5 day concentrated workshop. WSDOT personnel with the aid of multiple specialized consultants will lead the reviews.

Work may include the documentation of the viability of assumptions made regarding project's configuration, scope, schedule, cost estimate, character, and, through risk analysis, probabilistic assessment, the potential impact of risk events that may occur. The project may include creating reports documenting information determined or discovered.

To ensure project success, WSDOT will select firms or individuals with extensive expertise on large transportation projects (\$100 Million and up). Specialty areas such as cost risk identification, risk management, risk analysis, cost estimating, construction project management, construction, training, traffic, geotechnical, bridges, structures, environmental, and tunnels.

The selected consultants will participate in a peer-level review or due diligence analysis on the scope, schedule and cost estimate for various projects to evaluate quality and completeness, including anticipated risk and uncertainty in the projected cost and schedule. The consultant may be asked to:

- Participate in cost validation or review and risk uncertainty workshops for selected projects;
- Conduct follow-up or re-run sessions as requested;
- Provide reports and presentations documenting workshops;
- Provide summary reports using workshop data; and
- Develop or implement training or workshops on subject matter expertise.

These functions are critical to WSDOT's success in delivering projects on time and on budget.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Team Members;
 2. Qualifications of Proposed Team Leader(s);
 3. Key Team Members' Qualifications (Prime Consultant and Sub-Consultants);
 4. Firm's Project Management System (Prime Consultant Only); and
 5. References/past performances (Prime Consultant Only.)
6. Phone interviews will be conducted with candidate consultant(s).

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) single-sided sheets. Sheets must be typed on 8.5" x 11" paper with type size no smaller than 12 point (if charts and/or graphs are utilized text must be a readable size font)..

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 4.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 5; and
- Your Submittal Information sheet for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, and your firm is clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, June 7, 2006

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7106. Technical question should be directed to Mark Gabel, at 360-705-7457.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, April 26, 2006 and Wednesday, May 3, 2006.

Submittal Due Date: Wednesday, June 7, 2006.